

March 23, 2007
Request for Proposal

Notice to Vendors

The Iowa Department of Education, Grimes State Office Building, Des Moines, Iowa 50319, will be receiving proposals **to implement the Iowa public school administrator leadership work outlined in this RFP** until 3:00 p.m. local Iowa time, Monday, April 9, 2007. Late proposals will not be considered.

For information regarding this notice, contact Issuing Officer:

Roger Stirler
Iowa Department of Education
Grimes State Office Building
Des Moines, Iowa 50319
Phone: 515-281-3968
E-mail: ed.rfp@iowa.gov

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Section 1

Administrative Issues

1.1 Purpose. The Iowa Department of Education (DE) seeks a contractor/vendor to implement a set of activities focused on supporting Iowa school district and area education agency (AEA) administrators (e.g., superintendents, principals, AEA administrators). The DE requires that the vendor/contractor has previous experience in working with school administrators around developing leadership skills.

1.2 Questions and answers. Vendors are invited to submit written questions and/or requests for interpretations concerning this RFP on or before 4:30 p.m. local Iowa time, March 30, 2007. Oral questions will not be accepted, and verbal communications shall not override written/e-mail communications. The DE will prepare a written response via e-mail to all pertinent questions submitted by vendors.

1.3 Issuing officer. All questions, letters of intent, and proposals should be submitted to:

Roger Stirler
Iowa Department of Education
Grimes State Office Building
Des Moines, Iowa 50319
515-281-3968
E-mail: ed.rfp@iowa.gov

1.4 Letters of intent to bid. A letter indicating intent to bid must be received no later than 4:30 p.m. local Iowa time, Monday, April 2, 2007. The letter may be delivered via electronic mail (e-mail), postal delivery, or hand delivery. The letter of intent to bid must include the vendor's name, mailing address, e-mail address, telephone number, and a statement of intent to bid. **Submitting a letter of intent to bid is a mandatory condition to submit a bid proposal.**

1.5 Submission of bid proposals. Proposals must be received at the DE no later than 3:00 p.m. local Iowa time, Monday, April 9, 2007. Proposals may be submitted via electronic mail (e-mail), postal delivery, or hand delivery. A late proposal shall be returned to the vendor and will not be considered.

1.6 Bid proposal opening. Proposals will be opened on April 10, 2007. The proposals will remain confidential until the DE evaluation committee has reviewed all of the bid proposals, per Iowa Code Section 72.3.

Section 2

Service Requirements

- 2.1 Scope of work.** The DE seeks bids on implementing a set of initiatives to support Iowa school and AEA administrators in developing leadership skills. The overall goals have been determined and are described below. The bid should describe how the vendor intends to complete the goals and who the key personnel are.

Initiatives are identified according to the following categories. Detailed initiative description is included in Appendix B:

Standards:

Goal: To field-test the Iowa Standards for School Leaders to determine the skill levels of administrators in application of the Iowa Standards for School Leaders (ISSL) to practice.

Training:

Goal One: To increase superintendents' and central office administrators' application of skills as leaders of learning.

Goal Two: To increase building principals' application of skills as leaders of learning.

Goal Three: To increase application of skills of leadership support network personnel (AEAs and higher education faculty).

Conditions:

Goal One: To improve the conditions in which school leaders in high need schools lead.

Goal Two: To develop coherence between school board members and superintendent leaders about how to increase student achievement.

Goal Three: To create more system alignment in the intermediate service agency structure.

Goal Four: To improve access to quality data about progress toward student achievement goals.

Goal Five: To gain passage of state policy and rule-making authority addressing conditions that can improve leaders' ability to lead for increased student achievement.

Section 3 Content of Bid Proposal

3.1 Instructions. The bid proposal shall be divided into two parts: (1) the technical proposal and (2) the cost proposal.

3.1.1 Technical proposal. The vendor shall prepare a proposal that includes the following:

3.1.1.1 Statements that demonstrate that the vendor understands and agrees with the terms and conditions of the RFP.

3.1.1.2 A demonstration/description of the vendor's knowledge of the goals of the proposal and how initiatives can be completed to meet the goals.

3.1.1.3 Description of the vendor's qualifications to complete the work. The vendor should describe how previous work experiences coincide with the requirements of the RFP. Included in this work should be a description of how long the vendor has been engaged in similar work.

3.1.1.4 Names and qualifications (resumes/vitas) of key staff members and/or contractors who will perform initiative duties.

3.1.2 Cost proposal. The vendor shall also provide information that includes the following:

3.1.2.1 Salary/benefits of key staff

3.1.2.2 Travel costs

3.1.2.3 Training costs including costs for participants and trainers

3.1.2.4 Materials/supplies

3.1.2.5 Equipment

3.1.2.6 In-direct costs

3.1.2.7 In-kind contribution, if applicable

Section 4 Evaluation Steps

4.1 Evaluation criteria. The DE evaluation committee will evaluate all compliant proposals and make an award using the following criteria which are listed in no particular order:

4.1.1 Total points to be earned=100 points

4.1.1.1 Proven experience/track record of vendor in related initiatives=60 points

4.1.1.2 Experience of key staff members and/or contractors=30 points

4.1.1.3 Cost proposal=10 points

4.1.2 Recommendations of evaluation committee. The final ranking and recommendation of the evaluation committee shall be presented to the Division Administrator, PK-12 Education for consideration.

Section 5 Contract Terms and Conditions

- 5.1 Contract terms.** The contract is attached in Appendix A.
- 5.2 Length of contract.** It is anticipated that this contract will be for one year with renewal for two additional years, depending upon funding continuation. Contract is anticipated to begin July 1, 2007, and terminate June 30, 2008, with potential renewal.

| |
|-------------|
| Agreement # |
|-------------|

CONTRACTUAL AGREEMENT BETWEEN

STATE OF IOWA, DEPARTMENT OF EDUCATION, (DE) Bureau/Division of _____
 Grimes State Office Bldg., 400 E 14th St, Des Moines, IA 50319-0146.
 Department Contact Person: _____ Phone: (515) _____

AND

CONTRACTING PARTY - AGENCY OR INDIVIDUAL: _____

ADDRESS: _____

CITY, STATE, ZIP: _____ Phone: _____

AGENCY CONTACT PERSON OR AGENCY PERSON TO PERFORM SERVICES: _____

CONTRACTING PARTY: IF AN INDIVIDUAL, YOUR SOCIAL SECURITY NUMBER: _____
 IF AN AGENCY, YOUR FEIN NUMBER: _____

THE DEPARTMENT WILL COMPENSATE FOR THE FOLLOWING SERVICES RENDERED BY CONTRACTING PARTY:
 (DESCRIPTION OF SERVICES) _____

CONTRACT PERIOD: Service begins: _____ Service ends: _____

COMPENSATION: As indicated and in accordance with the stated terms below.

Contract is for actual costs estimated as shown here in total and itemized below under "Associated Costs" section.

Contract is for a specified fee totaling the shown amount for _____ (Number) _____ (Units) at \$_____ per _____ (Unit)

\$0.00

CONTRACT IS NOT TO EXCEED AMOUNT SHOWN ON THIS LINE.

ASSOCIATED COSTS: Only the items designated are covered; required documentation is indicated under "Other Conditions and Requirements" section. (Estimated costs shown)

\$_____ TRAVEL: FROM _____ TO _____ AND RETURN

via means and for the amounts shown:

Air Coach \$_____ Auto \$_____ Taxi \$_____ Parking \$_____

Other \$_____ (As stipulated in "Description of Services" section.)

\$_____ MEALS: Actual and necessary; not to exceed the following rates:

Breakfast \$_____ Lunch \$_____ Dinner \$_____

\$_____ LODGING: Number of nights _____, not to exceed \$_____ per night, plus tax.

\$_____ OTHER: (ITEMIZE) _____

CLAIM/PAYMENT PROVISIONS: _____

Payment requests should be submitted to the attention of: _____

| *FOR DEPARTMENT OF EDUCATION USE ONLY* | | | | | | | PAYMENTS |
|--|--------|----------------------------------|-------|-------------------------------------|------|--------|----------|
| FUND | AGENCY | ORGN | S/ORG | OBJ | PROG | AMOUNT | |
| | 0282 | | | | | | |
| | 0282 | | | | | | |
| | 0282 | | | | | | |
| | 0282 | | | | | | |
| TOTAL CONTRACT AMOUNT | | | | | | \$0.00 | |
| PRE-CONTRACT (ATTACHED OR N/A) | | SOLE SOURCE (ATTACHED OR N/A) | | PRIOR APPROVAL (ATTACHED OR N/A) | | | |

OTHER CONDITIONS/REQUIREMENTS: Unless otherwise stipulated, the rates and requirements listed below shall apply:
Mileage reimbursement rate: 34¢ per mile.
Original Receipts: Must be submitted with a signed claim when the contract is with an individual. Receipts are required for the following: (Credit card receipts are not acceptable)

| | |
|----------|---|
| TRAVEL: | Air coach, taxi fares, related parking fees and car rental. |
| LODGING: | Reimbursement approved only for those residing outside the designated meeting site. Lodging must be outside contracting party’s domicile. |
| OTHER: | Registration fees and other items (as designated under “Associated Costs” section) require receipts unless specified otherwise. |

Itemized Invoice: An agency must submit an itemized invoice detailing the expenses allowed by the contract.

ALL CLAIMS MUST BE FILED WITHIN 30 DAYS FOLLOWING THE CONTRACT SERVICE ENDING DATE.

TERMINATION: This contract may be terminated by either party upon ten- (10) days written notice.

NONTRANSFERENCE: Unless otherwise stipulated in this contract, the contracting party shall not transfer any interest in this contract without prior written approval from the Department of Education.

AMENDMENTS: Requests for an approval of amendments to this agreement must be mutually acceptable and in writing.

INDEMNIFICATION: The contracting party agrees jointly and severally to indemnify and hold the State, it successors and assigns harmless from and against all liability, loss, damage, or expense, including reasonable counsel fees, which the State shall incur by reason of the failure of the contracting party to perform fully and comply with the terms and obligations of this agreement.

AVAILABILITY OF FUNDS: This contract is subject to the anticipated availability of Federal and/or State funds under the program from which it is supported.

ASSURANCE: THE CONTRACTING PARTY, BY SIGNATURE AFFIXED BELOW, ASSURES THE DEPARTMENT THAT SAID CONTRACTING PARTY IS OPERATING IN COMPLIANCE WITH ALL APPLICABLE FEDERAL, STATE, AND LOCAL STATUTES, RULES AND REGULATIONS. INCLUDING CERTIFICATION THAT THE CONTRACTOR AND/OR ITS PRINCIPAL OFFICIALS ARE NOT SUSPENDED OR DISBARRED.

REPRESENTATIONS: VERBAL OR WRITTEN, THAT MAY HAVE BEEN MADE PRIOR TO THE SIGNING OF THIS CONTRACT AND ARE NOT EXPRESSLY STATED IN THE TERMS OF THE CONTRACT, ARE NONBINDING, VOID AND OF NO EFFECT. NEITHER PARTY HAS RELIED ON SUCH PRIOR REPRESENTATIONS IN ENTERING INTO THIS CONTRACTUAL AGREEMENT.

| | | |
|----------------------------------|-------|------------------------|
| DE CONTACT (Requesting service) | TITLE | ____/____/____ DATE |
| DE ADMINISTRATION | TITLE | ____/____/____ DATE |
| CONTRACTING AGENCY OR INDIVIDUAL | TITLE | ____/____/____ DATE |
| DE AUTHORIZING SIGNATURE | TITLE | ____/____/____ DATE |

CONTRACTING PARTY: SIGN, DATE, AND RETURN ORIGINAL COPY TO THE DEPARTMENT. THIS CONTRACT WILL BE VALID WHEN YOU RECEIVE A COPY WITH THE DEPARTMENT OF EDUCATION’S AUTHORIZING SIGNATURE.

Executive Summary – “Coherent Leadership System” Initiatives

STANDARDS

- (1) Operationalize the Iowa Standards for School Leaders by Assessing Leader Effectiveness
 - Provide Evaluator Training for Principals
 - Provide Evaluator Training for Superintendents
 - Revise Supt. evaluator training curriculum for sustainability
 - Deliver Superintendent preparation programs’ curriculum based on ISSL

SCALE AND SUSTAINABILITY

- (1) Funding will be secured from sources within Iowa by 2009 to sustain this work at the level of Wallace contributions in year one of this three year cycle
- (2) All leaders in every one of Iowa’s 365 districts will continue to be impacted in their practice by the work of this three-year funding proposal, as will personnel in the support structures of the Area Education Agencies and

- Higher Education preparation programs
- (3) Strategies to inform the greater educational community about the lessons learned in creating a coherent leadership system in Iowa will be disseminated through the Wallace LIGs, the annual grantees conference, publications of the Leadership Partnership, and presentations at conferences and symposia.

TRAINING

- (1) Increase superintendent’s and central office administrators’ application of skills as leaders of learning
 - Support Superintendent Evaluator Training Trainers
 - Support Elmore Supt. Network Project
 - Develop a “companion course” to Eval. Trng. that develops Supt. skills in working with school boards
 - Continue support for Supt. participation in mentoring program
 - Support joint training for supts. and school board members
 - Establish a Supt. Bd. Center Steering Committee
 - Support new to Iowa Superintendents
 - Support Supts. who will be evaluating first year principals
 - Provide access to respected educational leaders
- (2) Increase principals’ application of skills as leaders of learning
 - Support current programming in Iowa Leadership Academy Principal Center and expand to additional cohort
 - Expand mentoring program offerings
 - Support distributed leadership models for school improvement efforts
 - Expand SAMs support
 - Support high needs district principals w/their high school improvement efforts
 - Support SINA Support Team efforts

- Provide access to respected national educational leaders
- (3) Increase application of skills of leadership support network personnel (AEAs and IHEs)
 - Continue AEA Leaders Conference and follow-up support
 - Customize AEA personnel curriculum for mentoring program
 - Provide technical assistance to IHEs to audit fidelity to Principal Preparation Program submission goals
 - Explore ways to link IHE Mentor program and SAI mentor program
 - Develop 3-year progress measures for proposed superintendent preparation programs
 - Support a pilot for cross-district support of aspiring principals to learn from varied leaders
 - Provide technical assistance for ICPEA

CONDITIONS

- (1) Improve principals’ ability to lead in high need schools through central office support in the context of the DINA process
 - Examine barriers to leading in high needs Iowa schools
 - Analyze how leaders can best leverage resources for instructional improvement
 - Support SAMs in high need schools
 - Link efforts of DINA DE team to high needs school principals
- (2) Develop a positive interdependence between school board members and superintendents about how to improve student achievement
 - Bring to scale the pilot in AEA 9 with Superintendents and School Board members
 - Pilot a process helping boards evaluate superintendents
 - Co-host a conference highlighting national research re: Governance that supports student achievement
 - Disseminate findings of the Wallace supported governance study
- (3) Align offerings of Iowa’s intermediate service units (AEAs)
 - Support AEAs ability to meet their leadership accreditation standard
 - Support AEAs in their goals to meet other accreditation standards
 - Continue to support common state-wide leadership visioning process for AEA Ed Services Directors
 - Facilitate a common approach for implementing the model core curriculum, including high needs schools’ ability to use formative assessment data
 - Support AEAs capacity to use data warehousing methodologies
 - Create leadership succession process for AEAs
- (4) Improve access to quality student achievement data
 - Provide technical assistance to support analysis of the “Enacted Curriculum”

- Explore how technology can support data analysis in high needs districts
 - Establish limited number of data mgt. systems to feed into a state data warehouse
- (5) Create policies and rules that support leaders' work to improve student achievement and that support efforts to increase representation of minorities in leadership positions and foster their success
- Expand interpretation of "beginning administrator" designation in mentoring legislation
 - Revise BoEE language re: Evaluator Training Requirements
 - Keep leadership a priority of the state board of education
 - Incorporate conversations about leadership performance in LEA site visits and CSIP processes
 - Develop support for funded internships in high need schools
 - Extend market factor pay model for teachers to incent principals to high need districts
 - Support out of state new to Iowa superintendents' requirements to receive Iowa certification
 - Examine barriers to the recruitment of minority administrators
 - Develop support for a loan forgiveness program for minority aspiring administrators
 - Extend the market pay model for minorities to incent principals from under-represented groups.
- Develop support for funded internships for minority administrators